

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4133

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

REVISED:

SUBJECT: Travel Expenses

In order that written approval will be available to insurance investigators in the event of an accident, each employee who finds it necessary to leave the County on official business shall complete the form, "Request for Authorization to be Absent from the County on Official Business" (VCSS GN-1002), and submit it to the Superintendent or an Associate Superintendent for approval. This approval shall be requested prior to departure.

Personnel using their private automobile for necessary travel in connection with their work, must file a "Declaration of Insurance Coverage" (VCSS BS-1130) with the Business Office.

Whenever feasible, transportation to conferences, meetings, conventions, etc. should be shared, including private cars, in order to make travel allowances both reasonable and efficient.

All reimbursement for travel and expenses shall be made as outlined in the California Administrative Code, Title 5, Sections 17430-17436 and the regulations adopted by the County Superintendent of Schools.